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Ontario Department of Education

SPRING AND SUMMER
COURSES

AND

EXAMINATIONS

in 1914

FOR

Teachers' Certificates

PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF ONTARIO



TORONTO

Printed by L. K. CAMERON, Printer to the King's Most Excellent Majesty
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WILLIAM BRIGGS
29-37 Richmond Street West
TORONTO

PREFATORY NOTE

The Spring and Summer Courses for teachers' certificates, the syllabuses of which are given in this pamphlet, have been arranged for by the Department of Education with the Department of Agriculture, the Ontario College of Art, and the University of Toronto.

Summer courses in Physical Culture have also been arranged for between the Department of Education and the Department of Militia and Defence, Ottawa. The syllabus of these courses is, however, not included in this pamphlet; it will be issued separately in a circular before the close of next May. The courses will be given at London, Ottawa, and Toronto.

Besides a list of the courses, the General Announcement herein contains, in regard to *all* the courses, a statement of the qualifications for admission; the dates of application and registration; the allowances for tuition, board, and lodging, and travelling expenses; the centres and dates of the different examinations; the fees and qualifications for admission thereto; and the general provisions as to Interim and Permanent certificates. *With the foregoing details, the applicant for admission should make himself familiar.*

After the General Announcement are given the syllabuses, which include the details of the courses and the examinations for the different certificates.

As an appendix, is added a statement showing the special grants payable to School Boards and teachers for the encouragement in the High and Continuation Schools and the Public and Separate Schools of the teaching of Agriculture, Art, Household Science, Manual Training, Music, and Physical Culture.

March, 1914.

TABLE OF CONTENTS

	PAGE
General Announcement:	
Spring and Summer Courses	7
Sessions	7
Spring Courses	7
Summer Courses	7
Admission to Courses	8
Qualifications	8
Registration	9
Application	9
Tuition Fees, Board and Lodging and Travelling Expenses	9
Spring Courses	9
Summer Courses	10
Travelling Expenses	11
Examinations	11
Centres	11
Application	11
Admission	12
Certificates	12
Fees	12
Correspondence Courses	13
Spring and Summer Courses and Examinations in Agriculture and Horticulture:	
Certificates	17
Courses of Study	17
Equipment	18
Spring Courses for certificates in Elementary Agriculture and Horticulture	18
Summer Courses for certificates in Elementary Agriculture and Horticulture	20
Winter Reading Course	22
Summer Courses for Intermediate certificates in Agriculture	23
Examinations	25
Rural Teachers' Conference	25
Spring and Summer Courses and Examinations in Art:	
Certificates	29
Courses of Study	29
Books of Reference	31
Examinations	32
Spring and Summer Courses and Examinations in Household Science:	
Certificates	37
Equipment	37
Courses of Study	37
Books of Reference	39
Examinations	39
Summer Courses and Examinations in the Commercial Subjects:	
Certificates	43
Courses of Study	43
Books of Reference	46
Examinations	47
Summer Courses and Examinations in Elementary Manual Training:	
Certificates	51
Courses of Study	51
Books of Reference	53
Examinations	53
Written Examinations	54
Summer Courses and Examinations in Vocal Music:	
Certificates	57
Courses of Study	57
Books of Reference	59
Examinations	60
Written Examinations	60
Practical Examinations	60

	PAGE
Summer Courses and Examinations for Admission to the Normal Schools and the Faculties of Education:	
Examinations	65
Summer School Courses	65
Middle School Examination for Admission to the Normal Schools	66
Upper School Examination for Admission to the Faculty of Education	66
Courses of Study	66
Appendix: Special Grants to Teachers and School Boards:	
High and Continuation Schools	69
Art	69
Middle School	69
Agriculture	69
Lower School	69
Middle School	70
Public and Separate Schools	70
Art	70
Household Science	71
Manual Training	71
Music	72
Agriculture	72
General Provisions for Rural and Village Schools	72
Special Provisions for Rural and Village Schools	73
Physical Culture	73
High, Continuation, Public, and Separate Schools	73
Contingency of Grants by Ontario Department of Education	74

GENERAL ANNOUNCEMENT

Spring and Summer Courses SESSIONS

1. (1) The Spring Sessions open April 20th and close June 25th.
- (2) (a) The Summer Session for Specialists' and Supervisors' certificates in Physical Culture and for the certificate in Military Instruction opens June 29th and closes August 5th.
- (b) The other Summer Sessions, including that for the Strathcona certificate, Grade B, and the Elementary certificate in Physical Culture, open July 2nd and close August 5th.

SPRING COURSES

2. If a sufficient number of duly qualified teachers apply for admission, the following Spring Courses will be provided.
 - (1) At the Ontario Agricultural College, Guelph, leading to certificates—
In Elementary Agriculture and Horticulture.
 - (2) At the Household Science Department, University of Toronto, leading to certificates—
In Elementary Household Science.
 - (3) At the Ontario College of Art, Toronto, leading to certificates—
 - (a) In Elementary Art.
 - (b) As Art Supervisors.
 - (c) As Art Specialists.

SUMMER COURSES

3. If a sufficient number of duly qualified teachers apply for admission, the following Spring Courses will be provided:
 - (1) At the Ontario Agricultural College, Guelph, leading to—
 - (a) Certificates in Elementary Agriculture and Horticulture. Part II in 1914.
 - (b) Intermediate certificates in Agriculture.
 - (2) At the Ontario College of Art, Toronto, leading to certificates—
 - (a) In Elementary Art.
 - (b) As Art Supervisors.
 - (c) As Art Specialists.

A conference for Ontario rural teachers will also be held as provided in the syllabus. See page 25.

- (2) At the Ontario College of Art, Toronto, leading to certificates—
 - (a) In Elementary Art.
 - (b) As Art Supervisors.
 - (c) As Art Specialists.

(3) At the University of Toronto, leading to certificates—

- (a) In Elementary Household Science. Part I in 1914.
- (b) In Elementary Manual Training.
- (c) In Elementary Vocal Music.
- (d) As Supervisors of Vocal Music.
- (e) In the Elementary Commercial subjects.
- (f) As Commercial Specialists. Part I or II or both Parts in 1914, as may be determined by the number of applicants.
- (g) For admission to the Normal Schools (Middle School). Part B in 1914, Part A in 1915.
- (h) For admission to the Faculties of Education (Upper School). Parts C and D in 1914, Parts A and B in 1915.

(4) At London, Ottawa, and Toronto, leading to certificates—

- (a) In Elementary Physical Culture.
- (b) As Supervisors of Physical Culture.
- (c) As Specialists in Physical Culture.

The Strathcona Grade B certificate and the certificate of Military Instruction are also granted by the Department of Militia and Defence, Ottawa, on the foregoing courses.

NOTES: 1.—The courses in Elementary Agriculture and Horticulture are given at the Ontario Agricultural College, Guelph.

2.—The Courses at the Ontario College of Art are given in the Normal School Building, Toronto.

3.—The courses at the University of Toronto in Household Science are given in the building of the Household Science Department, corner of Bloor Street and Queen's Park; those in the other subjects at the University Schools, corner of Bloor Street and Spadina Avenue.

4.—The local accommodations provided for the courses in Physical Culture will be communicated by the Deputy Minister of Education, Toronto, when the student's application for admission is accepted.

ADMISSION TO COURSES

QUALIFICATIONS

4. (1) To any of the Spring courses may be admitted applicants who hold professional certificates qualifying them to teach in the schools of the Provincial system.

(2) (a) To the Summer course for the Intermediate certificate in Agriculture, may be admitted applicants who hold professional certificates qualifying them to teach in the High or Continuation Schools, and whose academic preparation has fitted them to teach Science therein.

(b) To the other Summer courses, may be admitted applicants who hold professional certificates qualifying them to teach in the schools of the Provincial system.

(3) To each course, Spring or Summer, other applicants may be admitted, subject to the approval of the Minister of Education, on the report of the Principal or the Director, as the case may be.

(4) Students whose attendance, conduct, or sessional work is unsatisfactory to the Principal may be dismissed from the course at any stage.

REGISTRATION

5. All applicants shall present themselves for registration not later than the first day of the Session. The classes will be organized and the work will begin on the morning of the second day.

APPLICATION

6.—(1) Application for admission to the Spring courses shall be made not later than March 31st; to the Summer courses, not later than May 30th.

(2) The form of application is sent herewith, and should be filled in and addressed as follows:

(a) For the Summer courses in Physical Culture at London, Ottawa and Toronto, to the Deputy Minister of Education, Toronto, who will notify each applicant as to the centre at which he shall take the course.

(b) For the Spring courses for Normal School Grade A candidates, to the Principals of the Normal Schools.

(c) For the Spring and Summer courses for others, at the Ontario Agricultural College, to the Director of Elementary Agricultural Education, Guelph.

(d) For the Spring and Summer courses for others, at the Ontario College of Art, to the Principal, Ontario College of Art, Toronto.

(e) For the Spring and Summer courses for others, at the University of Toronto, to the Secretary, University Extension Committee, University of Toronto.

NOTES: 1.—Should the Department decide, as intimated above, not to provide a course, applicants for admission thereto will be duly notified.

2.—Should the applicants for admission to a course be too numerous for the staff and the accommodations they will be admitted in the order of the receipt of their applications until the maximum is reached.

3.—On application to the Minister, a teacher who has been appointed an Associate Examiner for 1914, but who desires to attend one of the aforesaid summer courses will, if practicable, be excused from the examination work and will be re-appointed an Associate Examiner for the next examination, also if practicable, after he has obtained his certificate.

TUITION FEES, BOARD AND LODGING, AND TRAVELLING EXPENSES

SPRING COURSES

7. (1) At the Spring courses, Grade A teachers-in-training from the Normal Schools who have passed the final examinations at the close of the current Session, and other teachers who have been admitted under Regulation 4 (1), and who are actually and regularly engaged in teaching in the schools of the Provincial system, will, on the report of the Principal, be exempt from the tuition fee of \$15, and will be allowed \$4 a week towards the cost of board and lodging until the close of the final examinations, and travelling expenses as defined in 9 (2) below; provided that, on or before registration, they execute a contract to teach for the first two years of their subsequent teaching experience in the schools of the Provincial system or to refund a proportionate amount of the allowance for tuition, board and lodging, and travelling expenses for the unfulfilled portion of their contract.

NOTE.—The payment of the allowance for board and lodging will be made fortnightly, on the certificate of the Principal that the student has been in regular attendance. Residents of the city in which the course is given or within three miles thereof will not be entitled to an allowance for board and lodging.

(2) Other students duly admitted to a Spring Course will not be made an allowance for board and lodging or travelling expenses, and shall pay on registration a tuition fee of \$15, which, on the report of the Principal of the Spring Course and on application to the Deputy Minister of Education before the 1st of the following February, will be returned to such of these students as at the date of such applications are actually and regularly engaged as teachers in the schools of the Provincial system.

SUMMER COURSES

8. (1) All students duly admitted to a Summer Course under Regulation 4 (2) (a) and (b), who are actually and regularly engaged in teaching in the schools of the Provincial system will be exempt from the payment of tuition fees.

(2) In addition to exemption from the payment of the tuition fee of \$10, students at the Summer Courses at the Ontario Agricultural College, Guelph, who have been duly admitted under regulation 4 (2) (a) and (b), will be allowed, on the report of the Principal, travelling expenses as defined in 9 (2) below, provided that on registration they execute a contract to teach in the schools of the Provincial system for the first year of their subsequent teaching experience or to refund a proportionate amount of the allowance for tuition and travelling expenses for the unfulfilled portion of their contract.

(3) (a) In addition to exemption from tuition fees, the Department of Militia and Defence, Ottawa, will pay a male student's travelling expenses to and from his ordinary place of residence and will allow him \$2.00 a day while taking the course in Part II for Supervisors' and Specialists' certificates in Physical Culture and the certificate of Military Instruction.

(b) In addition to exemption from tuition fees, the Department of Militia and Defence will allow a bonus of \$15 to each student, male or female, who obtains the Strathcona Grade B certificate and the certificate in Elementary Physical Culture.

(4) Other students duly admitted to a Summer Course under 4 (2) (b) and 4 (3) shall each pay on registration a tuition fee of \$10 which, on application to the Deputy Minister of Education before the 1st of the following February, will be returned on the report of the Principal of the Summer School, to such of these students as, at the date of such applications, are actually and regularly engaged as teachers in the schools of the Provincial system.

NOTES: 1.—A list of suitable boarding houses in Guelph, London, Ottawa, or Toronto will be sent each student on the acceptance of his application.

2.—(a) If not prevented by the building operations which will be going on in connection with the College residence at the Agricultural College, students taking the Spring Courses, and admitted under regulation 4 (1), may avail themselves of free board and lodging in the College residence in lieu of the \$4.00 allowance.

(b) Students taking the Summer Courses at the Agricultural College may obtain board and lodging in the College at Macdonald Hall for \$20.00 for the five weeks' course.

(c) (i) In the case of the Spring Courses, applications for rooms must be made to the Director on or before March 31st.

(ii) In the case of the Summer Courses, application must be made on or before June 15th. Each application must be accompanied by \$5.00, which will be allowed on the board bill or will be returned in the case of illness or other unavoidable cause of absence.

(iii) Rooms will be reserved in the order in which the applications therefor are received, and on the acceptance of the application a list will be sent of the necessary equipment and of the rules of residence.

(d) Teachers are advised to avail themselves of the opportunity of boarding in residence, as it will be found that association with other teachers from all over the Province is not the least valuable part of the course. Moreover, such residence will enable them to take full advantage of the evening lectures, evening work in the gardens, etc.

3. As far as practicable, and under conditions to be learned on application to the Secretary of the University Extension Committee, board and lodging may be obtained by students attending the Summer Courses at the University of Toronto, in the dining halls and residences attached to the University of Toronto. Rooms will be reserved in the order in which the applications are received.

TRAVELLING EXPENSES

9.—(1) A teacher who is entitled to the allowance for travelling expenses specified in Regulation 8 (3) (a) above must apply to the Deputy Minister of Education at least a fortnight before the beginning of the session for an order for transportation, which will be sent him by the Department of Militia and Defence.

(2) (a) A teacher who has been duly admitted under regulation 4 (1) to a Spring course or under regulations 4 (2) (a) and 8 (2) to a Summer course in Agriculture will be allowed his or her actual travelling expenses from the Normal School to her home or her school, or from and to her home or school, as the Principal of the school may report. No allowance will be made for meals, Pullman car seats, or baggage transfers.

(b) In order to secure the allowance for travelling expenses provided for in (a) above each such student shall obtain from the ticket agent a standard railway certificate or a receipt for the fare paid, on the purchase of one First Class fare to Toronto or Guelph, as the case may be. This certificate the student shall deposit with the Principal on registration.

(c) Before the close of the Session, the arrangement for the return tickets will be duly announced by the Principal.

EXAMINATIONS

CENTRES

10.—(1) Examinations for certificates on both the Spring and the Summer courses will be held at the centres of instruction, and will be conducted by the instructors concerned, except in the case of (a) the Normal and the Faculty Entrance examinations (b) the written examinations on Part II of the courses in Art and Music, and (c) the examinations on the Commercial subjects, which will be conducted by the Department of Education.

(2) The Spring Final examinations will begin on June 26th.

The Summer Final examinations will begin on August 6th.

NOTE.—The time-table of the examinations may be obtained from the Principal concerned one fortnight before they begin.

APPLICATION

11. Application for admission to the examinations conducted by the Department of Education should be made to the Deputy Minister of Education not later than July 30th; and for admission to the other examinations, to the Principals of the Spring or Summer Schools as they may direct.

ADMISSION

12.—(1) To qualify for admission to the examinations provided for herein, each candidate duly admitted under Regulations 4 (1) and (2) (a) and (b) shall have completed the Spring or the Summer course concerned.

(2) To qualify for admission to the examinations, attendance at the courses is not obligatory in the case of the following:

(a) Candidates who have taken a course elsewhere which the Minister of Education has approved as the equivalent of the course prescribed for the certificate concerned.

(b) Candidates for certificates in the Commercial subjects, who hold First Class Public School or High School Assistants' certificates.

(c) Candidates for certificates in Elementary Art or Physical Culture who were actually and regularly engaged in teaching the subject in a High or Continuation School before July, 1913.

(d) Candidates for Entrance into the Normal Schools and the Faculties of Education who are actually and regularly engaged in teaching.

CERTIFICATES

13.—(1) The professional certificates granted by the Department of Education at the above Spring and Summer examinations will be Interim and valid for two years from the date of issue.

(2) (a) On application to the Deputy Minister an Interim Commercial certificate will be made permanent on the report of the Inspector or Inspectors concerned that the holder thereof has taught the subjects successfully for at least two years, provided that he submits to the Minister a detailed written report of his investigations, preferably in the locality in which he is teaching, of three separate business systems, involving single proprietor, partnership, and corporation ownership, respectively; said report to include a description of each business and its method of accounting.

(b) On application to the Deputy Minister the other Interim certificates will be made permanent on the report of the Inspector or Inspectors concerned that the holder thereof has taught successfully thereon for at least two years.

(3) An Interim certificate may be extended from year to year by the Minister on the application of the holder thereof.

FEES

14.—(1) No fees are charged for the examinations conducted by the staffs.

(2) For the examinations conducted by the Department of Education, the following is the schedule of fees:—

(a) Normal Entrance, Part B, \$3.00.

(b) Faculty Entrance, Parts C and D, each \$3.00.

(c) Art, Part II, \$5.00.

(d) Music, Part II, \$5.00.

(e) Commercial, Part I or Part II, \$6.00; Parts I and II, \$10.00.

CORRESPONDENCE COURSES

15. In the Spring and the Summer courses, which are necessarily brief, the subjects cannot be treated completely and in detail. Candidates are, accordingly, recommended to make as much preparation as possible before they attend. To facilitate such preparation, the following provision has been made:

The College of Art and the University of Toronto offer guidance by correspondence, the former in each part of the Spring and the Summer Courses and the latter in all the subjects of the Summer Courses for Commercial Specialists' certificates and for entrance into the Normal Schools and Faculties of Education; provided that the applicants agree to take a Spring or a Summer Course in the subject of the Correspondence Course, and provided that their applications for admission to such Correspondence Courses are approved by the Principal of the College of Art or the University of Toronto Extension Committee, as the case may be.

SYLLABUS
OF
SPRING AND SUMMER COURSES
AND EXAMINATIONS FOR TEACHERS'
CERTIFICATES
IN
AGRICULTURE AND HORTICULTURE
AT THE
ONTARIO AGRICULTURAL COLLEGE, GUELPH

SPRING AND SUMMER COURSES AND EXAMINATIONS FOR TEACHERS' CERTIFICATES IN AGRI- CULTURE AND HORTICULTURE

AT

THE ONTARIO AGRICULTURAL COLLEGE, GUELPH

CERTIFICATES

1. (1) The work prescribed for a teacher's certificate in Elementary Agriculture and Horticulture is covered in one Spring Session or in two consecutive Summer Sessions with a Winter Reading Course.

Candidates who have been duly admitted to the examinations under regulation 12, page 12, and who pass the examinations and other tests of the Spring Course or of Parts I and II of the Summer Course (to be taken in either order) as prescribed below, will be granted certificates in Elementary Agriculture and Horticulture.

(2) The work prescribed for an Intermediate certificate in Agriculture is covered in two consecutive sessions. Part I shall be taken before Part II.

Candidates who have been duly admitted under Regulation 4 (2) (a), page 8, and who pass the examinations and other tests in Parts I and II of the Summer Courses, will be granted Intermediate certificates in Agriculture.

COURSES OF STUDY

2. The object of all the courses is to train present and future teachers of rural and village schools in subjects directly bearing on the problems of agriculture and the work of school gardening.

The instruction will be given in lecture room, laboratory, workshop, garden, and field. The theory and demonstration of the lecture and laboratory will be illustrated by the out-of-door practice. Most of the instruction will be of a practical nature and much of it will be given out-of-doors. The amount of time given to book work in class will be relatively small. For observation, the whole College equipment will be at the service of students.

The first day of the course will be spent in making a general survey of the College and farm. Only occasionally will it be necessary to leave the College grounds to prosecute studies.

Each student will be provided with a garden for practice and observation, and shall visit it every day and keep records of work and observations in a garden journal. After the gardens are planted, the work in them will be carried on without special provision therefor on the time-table. In most cases, the evenings will be found the most suitable time.

In general, the mornings will be devoted to work indoors, and the afternoons to work in the fields and woods. When weather will not permit of field work, laboratory exercises will be substituted. Saturdays will be for all-day excursions, or for reviewing and arranging the week's work. Students are required to keep careful records of all their work. These will be considered by the staff in their final appraisal of the student's claim for a certificate.

EQUIPMENT

3. Students are required to furnish their own working material for plant collection, etc. Such materials must be bought by the student. They may be obtained at the College.

A contingency charge of \$1.00 is payable at registration. This sum will be returned at the close of the Session less charges for laboratory breakages, keys, etc.

Students should bring field or opera glasses, pocket knives, pocket magnifying glasses and any books which they possess and have found useful. As a considerable amount of the work is taken out of doors, women students should provide themselves with stout boots, walking skirts, garden hats, gloves, etc.

SPRING COURSES FOR THE CERTIFICATE IN ELEMENTARY AGRICULTURE AND HORTICULTURE

4. The following are the Spring Courses for teachers' certificates in Elementary Agriculture and Horticulture:

RURAL SCHOOL ADMINISTRATION AND METHODS OF TEACHING.—Lectures and discussions on management of rural schools, methods of teaching agriculture, conducting school fairs, organizing township teachers' associations, co-operating with Women's Institutes and agricultural societies, carrying on children's progress clubs, school improvement associations, parents' and teachers' societies etc.

FARM LIFE AND RURAL NEEDS.—Lectures will be given by Institute lecturers and others working for the improvement of conditions in the country—in school, home, and farm. Discussion will be held as to how the school and teacher may help towards an improvement.

NATURE STUDY AND AGRICULTURAL LITERATURE (10 Lessons).—Nature Literature: the interpretation of nature by the greatest writers; nature literature in Ontario readers; Canadian authors. Scientific writings and nature literature compared. School libraries; selections for rural schools. Home libraries; reading in the country home; uses of Government bulletins.

SCHOOL GARDENING (10 Lessons).—Brief sketch of the development of school gardening in Canada and abroad; its aims as a school study; laying out of a garden. Plans of Department of Education as set forth in Circular 13 and Agricultural Education Bulletins.

Each student will be provided with a garden for practice and observation; she will visit it every day and keep records of her work and observations in a garden journal. After the gardens are planted the work in them will be carried on without special provision on the time table; in most cases the evenings will be found the most suitable time for this.

BOTANY (25 Lessons).—1. *Economic plants*: Examination, description, and classification of common garden, campus, field, and forest plants.

1. *Weeds*: Provincial Laws, Seed Control Act. Study and identification of the seeds of common weeds. Collection.

2. *Plant Diseases*: Study and identification of common fruit, vegetable and grain diseases; laws regarding Barberry, Black Knot, etc.; application of preventives and remedies. Collection.

HORTICULTURE.—(25 lessons). 1. *Fruit-growing* (8 lessons): Development, importance, needs, and outlook for the fruit industry; Governmental interest and action regarding shipping, marketing, cold-storage, fumigation of nursery stock; experimental stations; co-operation in shipping; adaptation of various fruits to school garden work; arrangement and planting of the same; nursery practice in the propagation of trees and plants; principles of orchard management; pruning; spraying; cultivation.

2. *Vegetable Gardening* (4 lessons): Choice of vegetables for school gardening; preparation of soils; testing and planting of seeds; general care and cultivation; preparation and use of hot-beds and cold frames; use of tools and implements.

3. *Landscape Gardening* (4 lessons): The principles of landscape gardening in relation to the laying out and beautifying of school and home grounds, including a practical study of the trees, shrubs and ornamental features on the College campus and neighbouring school and home grounds.

4. *Floriculture* (9 lessons): Propagation and care of house and window plants; preparation of potting soils, bulb culture; making and planting of flower beds, annual and perennial borders.

FIELD HUSBANDRY.—(20 lessons): Importance of field crops in the national economy; systems of farming; rotation of crops; fertility of soil; cultivation of the land; classes of farm crops; uses of farm crops; varieties of farm crops; selection of plants; selection of seeds; improvement of crops by means of selection and hybridization; practical tests in connection with the Experimental Union; study of work being done in experiments with farm crops in Canada and in the United States.

Examination of field crops on neighbouring farms; the work on the experimental plots; farm crops in the school garden; the agricultural museum; laboratory study of the root development of farm crops and of types of seeds of grains, grasses, clovers, roots, and fodder crops.

FARM ANIMALS.—(10 lessons): Lectures and demonstrations on horses, beef and dairy cattle, sheep, swine, and poultry; stabling and care.

SOIL PHYSICS.—(20 lessons): Applications of physics in farming; nature of soils, soil moisture, heat, and air; principles of tillage and systems of drainage and cultivation; measurements of fields with the chain; identification of samples of soils; principles of common farm machines; meteorological records.

ENTOMOLOGY.—(25 lessons): Losses through insects in agriculture and horticulture; Governmental interest; classification of insects and laboratory study of types; common beneficial and noxious insects; out-of-door study and collecting in field, garden, orchard, and forest; insecticides; a collection of insects properly mounted and labelled is required. Work of the Entomological Society of Ontario and the organization of local clubs in connection with it.

SOIL CHEMISTRY.—(20 lessons): Plant growth and composition, soils, and manures and fertilizers.

BACTERIOLOGY.—(10 lessons): Lectures and demonstrations exemplifying the work of bacteria in soil, dairying, plant diseases. An experiment on soil inoculation in the school garden.

SUMMER COURSES FOR THE CERTIFICATE IN ELEMENTARY AGRICULTURE AND HORTICULTURE

5. The following are the Summer Courses for teachers' certificates in Elementary Agriculture and Horticulture:

PART I

PLANT STUDIES.—*School Gardening*: Planning and keeping of garden plots (each student will prepare and care for a plot); keeping of garden records; studies of growth in different plants; garden weeds.

Agriculture (4 lessons): Visits to experimental plots and College fields to learn of best varieties of grain, methods of cultivation, etc.

Horticulture (8 lessons): Visits to the College orchards, small fruit gardens, vegetable gardens, and flower gardens, to learn of the best varieties of cultivated plants, methods of cultivation, spraying, pruning, etc.

Plant Propagation (8 lessons): Practical lessons on the propagation of plants by cuttings, the propagation of bulbs, potting, and the general care of house plants. (Students will be permitted to take the plants, which they propagate, to their homes.)

Botany (12 lessons and field work): Collection, examination, and identification of (1) weeds of the fields, gardens, lawns, and roadsides; (2) common diseases of grains, vegetables, and fruits; (3) grasses and cultivated farm crops; (4) flowering plants in gardens. Observation of College woods and campus to learn the characters and names of our common trees.

Collection and study of common weed seeds.

Simple physiological experiments with plants in garden or laboratory.

Recognition of plant societies on excursions.

ANIMAL STUDIES.—*Insects* (4 lessons and field work): Collection, examination, and identification of common insects found in the gardens, orchards, fields, and woods; instruction regarding the treatment of insect pests.

Birds (8 lessons): Studies of skins and mounted specimens in the museum, and identification of birds observed on excursions or about the College, leading to an acquaintance with the common birds of Ontario.

Farm Animals (12 lessons): Lectures and demonstrations on beef cattle, dairy cattle, horses, swine, and sheep; milk production and testing; butter and cheese making; breeds of poultry; housing, feeding, and rearing fowl.

PHYSICAL NATURE.—*Soils* (4 lessons): Lectures and demonstrations on different kinds of soils; measurements of moisture and air, capillarity, effects of drainage and manuring.

Weather (4 lessons): Lectures and demonstrations on climate, air movements, pressures, storms; observation of weather; keeping weather records; study of weather maps; making weather charts.

Astronomy (4 lessons): Talks on elementary astronomy; "star-gazes" to learn the best known constellations and stars; interpretation of star-maps.

PART II

School Gardening.—The work of the Part I continued; practice in garden work and observations in commercial gardening operations will be obtained in the College gardens also.

Botany (8 lessons).—The work of the Agricultural Nature Study Course of Part I continued to complete the work outlined in the Normal Teachers' Course.

Field Husbandry (10 lessons): Importance of field crops in the national economy; systems of farming; rotation of crops; fertility of soil; cultivation of the land; classes of farm crops; uses of farm crops; varieties of farm crops; selection of plants; selection of seeds; improvement of crops by means of selection and hybridization; practical tests in connection with Experimental Union; study of work being done in experiments with farm crops in Canada and in the United States.

Examination of field crops on neighbouring farms; the work on the experimental plots; farm crops in the school garden; the agricultural museum; grains, grasses, clovers, roots and fodder crops; laboratory study of the root development of farm crops; types of seeds of common farm crops.

Horticulture: The work of Part I continued to complete the work outlined in the Spring Course.

Physics (8 lessons and field work): Application of physics in farming; nature of soil, soil moisture, heat, and air; principles of tillage, and systems of drainage and cultivation; identification of samples of soils; meteorological records.

Agricultural Chemistry (8 lessons and laboratory work): Plant growth and composition, soils, and manures and fertilizers.

Bacteriology (4 lessons): Lectures and demonstrations exemplifying the work of bacteria in soil, dairying, plant and animal diseases; an experiment on soil inoculation in the school garden.

Entomology (8 lessons and field work): The work of the Nature Study Course reviewed and continued. Losses through insects in agriculture and horticulture; classification of insects and laboratory study of types; common beneficial and noxious insects; out-of-door study and collecting in field, garden, orchard, and forest; insecticides; further collection of insects properly mounted and labelled is required; work of the Entomological Society of Ontario and organization of local clubs in connection with it.

Beekeeping (10 lessons): Lectures with demonstrations and practical work. This work will be taken with the First Year of the course for the Intermediate certificate.

WINTER READING COURSE

6. Candidates for the certificate are required to read and synopsize at least three books in the interval between the two Summer sessions. *The synopses are to be handed in at the opening of the second term, otherwise the recommendation for the certificate will be held over.* The synopses should be so arranged and so completed that a re-reading of them will readily recall the most important matter in the book; they should be written on paper that fits the science note-book used.

The books should deal with agricultural or rural problems. A selection of one from each of the following groups is recommended, but teachers are free to select other approved standard works the reading of which may better suit their convenience or their needs; but one should deal with rural problems, one with school work, and one with some department of agriculture.

GROUP I

Title	Author	Publisher	Price
Rural Life in Canada	MacDougall...	Westminster Co., Toronto.....	\$ c. 1 00
Rural Manhood, 1913-14.....		Monthly magazine, published by The International Committee, Y.M.C.A., New York	
Challenge of the Country.....	Fiske.....	Association Press, New York.....	1 00 75

GROUP II

Modern Nature Study	Silcox & and Stevenson.	Morang & Co., Toronto	75
How to Teach the Nature Study Course	Dearness.....	Copp, Clark Co., Toronto.....	60
Nature Study and Life.....	Hodge.....	Ginn & Co., Boston.....	1 50
Amongst Country Schools	Kern.....	Ginn & Co., Boston.....	1 25
Amongst School Gardens	Greene.....	Charities Pub. Co., New York...	1 25
County Life and the Country School	Carney.....	Row, Peterson & Co., Chicago...	1 25
The Work of the Rural School.....	Egglesston & Bruere.....	Harper Bros., New York.....	1 00
The American Rural School.....	Foght.....	Macmillan Co., New York.....	1 25

GROUP III

Manual of Gardening	Bailey.....	Macmillan Co., New York.....	2 00
Flowers and How to Grow Them and Rexford.....	Rexford.....	Penn Pub. Co., Philadelphia....	50
Vegetable Gardening	Green.....	Webb Pub. Co., St. Paul.....	1 00
Principles of Fruit Growing.....	Bailey.....	Macmillan Co., New York.....	1 50
The Soil	King.....	Macmillan Co., New York.....	1 50
The Chemistry of the Farm.....	Warington.....	Orange Judd Co., New York....	85
Principles and Practice of Poultry Keeping	Robinson.....	Ginn & Co., Boston	2 50
Canadian Dairying	Dean.....	Briggs, Ltd., Toronto.....	1 00
Types and Breeds of Farm Animals	Plumb.....	Ginn & Co., Boston.....	2 80
The A B C and X Y Z of Bee Culture	Root.....	Root Co., Medina, Ohio.....	1 75
Farm Management	Warren.....	Macmillan Co., New York.....	1 75
Beginnings in Agriculture	Mann.....	Macmillan Co., New York.....	75
Elements of Agriculture	Warren.....	Macmillan Co., New York.....	1 10
Farm Weeds of Canada.....		Dominion Department of Agri- culture, Ottawa	1 00

SUMMER COURSES FOR THE INTERMEDIATE CERTIFICATE IN AGRICULTURE

7. The following are the Summer Courses for the Intermediate certificate in Agriculture:

PART I

Organization and Methods for Teaching Agriculture: Discussions of the regulations, directions and suggestions for carrying out the work in the schools.

Chemistry (10 lectures and 5 afternoons): Laboratory exercises on chemistry of soils and fertilizers; formation, composition, and reaction of soils; value of humus, barnyard manures; rotation in relation to chemical changes; composition, nature, and uses of commercial fertilizers. *Text Book*.—Warington's *The Chemistry of the Farm*.

Physics (10 lectures and 5 afternoons): Laboratory or field exercises, with lectures on mechanical principles involved in farm machinery; measurements of fields with chain and calculation of areas and drawings of plans; taking of levels and making plans for drainage; physical analysis of soils; determination of air and water holding capacity of different soils. *Text Book*.—King's *The Soil*.

Botany (20 lectures or practicums and 5 afternoons): Laboratory and field exercises with lectures on economic plants, weeds, grasses, farm crops, trees, shrubbery and garden flowers; identification of plant diseases and weed seeds; Seed Control Act; treatment of diseases; collections of weed seeds, plant diseases, grasses, and other economic plants required. *Text Books*: Gray's *Field, Forest and Garden Botany* and O. A. C. *Bulletin No. 188, Weeds of Ontario*.

Entomology (10 lectures or practicums and 5 afternoons): Lectures, laboratory exercises, and field work in common insects of garden, orchard, fields and woods; special study of life histories of injurious forms and consideration of methods of treatment. Collection required. *Text-Books*: *Elementary Entomology*, Sanderson and Jackson, and O. A. C. *Bulletins*.

Micro-Biology (10 lectures or practicums): Lectures and demonstrations on morphology and physiology of micro-organisms, moulds, yeasts and bacteria; bacteriology of soil, legume cultures; bacteriology of dairy; contamination and care of milk; bacterial diseases of plants; bacteria in relation to household. *Text-Book*: Marshall's *Micro-Biology*.

Poultry Husbandry (10 lectures): Lectures and demonstrations on breeds and selection of stock, locating poultry plant, houses, incubators, brooders, feeds, marketing, diseases, ducks and geese, poultry literature. Students will also receive practical instruction in managing incubators. *Text-Books*: Robinson's *Principles and Practice of Poultry Culture* and O. A. C. *Bulletin No. 189*.

Bee Keeping (10 lectures): Lectures with demonstrations and practical work; hives; building of bees; handling of bees; life histories of queen, drone, and worker; swarming, gathering, and storing of honey in combs; harvesting honey; relation of bees to fruit and seed growing; diseases; races of bees; winter and spring management. *Text-Book*: Root's *The A B C and X Y Z of Bee Culture*.

PART II

Organization and Methods for Teaching Agriculture: Discussion and directions for carrying out the work in the schools.

Farm Management (10 lectures): Needs of business methods in farming; farm accounting; factors determining cost of production; profitable employment of labor, equipment and capital; the problems of maintaining fertility, adapting methods of farming to changed conditions, carrying on farm work economically. *Text-Book: Farm Management.* Warren.

Rural Economics (10 lectures): The farmer's relation to society and industry; social advantages and needs of rural life; relation of land, capital, labor, taxation, banks, markets and transportation facilities to the business of farming. Methods and principles of co-operation in farm work, manufacturing, marketing, and banking. *Text-Books: Principles of Rural Economics,* Carver, and *Agricultural Co-operation,* Wolff.

Field Husbandry (10 lectures or practicums and 4 afternoons): History of agriculture; different systems of farming, different kinds of soil; rotation of crops; farm crops in their relation to drainage; application of manures; green manuring; preparation of the land for the different crops; methods of cleaning, testing, and selecting farm seeds; study of cereals, roots, fodder crops, grasses, clovers, and other farm crops; sowing, harvesting, preserving, marketing. *Text-Book: Principles of Agriculture,* Warren, and *Annual Reports of Field Husbandry Department, O.A.C.*

Animal Husbandry (10 lessons or practicums and 4 afternoons): A study of the history and characteristics of the principal breeds of live stock, including light and heavy horses, beef and dairy cattle, sheep and swine; feeding and management; principles of breeding; registration of pedigrees; market requirements; practical work in judging stock. *Text-Book: Types and Breeds of Farm Animals.* Plumb.

Dairy Husbandry (10 lessons or practicums and 4 afternoons): The herds: formation, care, and management of a dairy herd, rearing of calves; dairy stables; lighting, cleaning and ventilating; individual cow records. The milk: care of milk; elementary, chemical and bacteriological study of milk. The home dairy: running of hand separators and care of dairy utensils; manufacture, packing, and marketing of butter. *Text-Book: Canadian Dairying.* Dean.

Horticulture (24 lessons or practicums and 4 afternoons): Fruitgrowing: Treatment of fruit plantations; cultivation, grafting, propagation, spraying, marketing. *Text-Book: The Principles of Fruit Growing.* Bailey. Vegetable Growing: Methods of cultivating seed, treating for diseases or insect pests, marketing; preparation and care of hot beds and cold frames; production of early vegetables; selection of varieties. *Text-Book: Vegetable Gardening.* Green. Floriculture: Methods of cultivating, seeding, transplanting, treating for diseases or insect pests, wintering; propagation of cuttings; flower borders; bulb culture. *Text-Book: Home Floriculture.* Rexford. Landscape Gardening: Improvement of school and home grounds; tree planting; care of shrubbery. *Text-Book: Landscape Gardening.* Waugh.

EXAMINATIONS

8.—(1) At the close of each session examination papers will be set covering the subjects of the Courses.

(2) Practical examinations will be held both throughout and at the close of the session, and the character of the work done in gardening, recording observations, etc., will also be taken into account.

(3) The written and practical examinations in each subject will be valued at a maximum of 100 marks, and the pass standard will be 40 per cent. of the marks assigned to each and 60 per cent. of the aggregate of the marks for the written and the practical examinations respectively.

RURAL TEACHERS' CONFERENCE

9. A ONE-WEEK'S RURAL TEACHERS' CONFERENCE will be held during the last week of the Summer School, from August 3rd to August 7th.

DELEGATES.—Every County Teachers' Association in the Province has been asked to send two delegates selected from the rural or village schools. Where possible one of these should be a teacher who has received special training in Agriculture at the Agricultural College and the other a teacher without this special training. In both cases they are to be representative teachers who are carrying on school gardening and teaching agriculture or making a commencement at this work; also they are to be teachers who have not been and are not changing their schools.

The delegates' expenses for travelling and board will be paid by the Department of Education on conditions which may be ascertained in June, on application to the Director of Elementary Agricultural Education, Guelph.

OPEN TO OTHER TEACHERS.—The conference will be open to any other teachers who can arrange to attend. This will afford teachers of former classes an opportunity to arrange for class re-unions.

PROGRAMME.—A programme along lines somewhat similar to the Inspectors' Short Course and Rural Education Conference held during the first week of August, 1913, will be arranged. Well known workers in the field of rural betterment will be secured, and special lectures and demonstrations will be given by members of the College staff. The experiences of teachers attending the Summer School as well as those attending as delegates will be given regarding all phases of rural school activities; and discussions will be arranged for on topics of special interest, such as play and play-ground equipment, school ground improvement, school decoration, parents' and teachers' associations, children's clubs, school fairs, school gardens, and township teachers' associations.

The details of the programme will be announced before the end of June, but the following indicates its general character:

1. Instruction by heads of Departments of Agricultural College in regard to agricultural possibilities in Dairying, Poultry-keeping, Fruit-growing, Field Crops, Animal Husbandry, Beekeeping.
2. Instruction by the Director of Elementary Agricultural Education on the progress of agricultural teaching, methods of introducing the work, organization of Children's Clubs, Township Teachers' Associations, etc.
3. Conferences between delegates and teachers in attendance at the Summer School in regard to methods and difficulties.
4. Addresses by recognized leaders in rural education.

SYLLABUS
OF
SPRING AND SUMMER COURSES
AND
EXAMINATIONS
FOR TEACHERS' CERTIFICATES
IN
ART
AT THE
ONTARIO COLLEGE OF ART, TORONTO

SPRING AND SUMMER COURSES AND EXAMINATIONS FOR TEACHERS' CERTIFICATES IN ART

AT

THE ONTARIO COLLEGE OF ART

CERTIFICATES

1. (1) Candidates who have been duly admitted to the examination under Regulation 12, page 12, and who pass the examinations and other tests in the subjects of Part I, as prescribed below, will be granted certificates as teachers of Elementary Art.

(2) Candidates who hold First or Second Class certificates, who have been duly admitted to the examination under Regulation 12, page 12, and who pass the examinations and other tests in the subjects of Parts I and II, as prescribed below, will be granted certificates as Art Supervisors in the Public and Separate Schools.

(3) Candidates who hold at least High School Assistants' certificates, who have been duly admitted to the examination under Regulation 12, page 12, and who pass examinations and other tests in the subjects of Parts I and II, as prescribed below, will be granted certificates as Art Specialists in High and Continuation Schools and Collegiate Institutes.

(4) The certificate in Elementary Art granted under High School Regulation 8 (1) will not be accepted in lieu of the examinations in Part I prescribed below for Art Supervisors' and Art Specialists' certificates.

(5) At the close of the Spring session, an examination will be held for certificates in Elementary Art; and at the close of the Summer session, an examination for certificates in Elementary Art, and as Art Supervisors and Art Specialists.

COURSES OF STUDY

2. (1) Each of the Parts defined in the following courses represents for beginners the work of a college year.

(2) The Spring and Summer courses will cover only so much of each Part as time will permit.

(3) In both the Spring and the Summer courses Parts I and II will be taken up concurrently, and students who have completed the practical work in certain subjects in either Part may at the Principal's discretion devote their attention to the remaining subjects.

(4) It will be expected that beginners who are candidates for certificates in Elementary Art will attend for at least one Spring course or two Summer courses.

PART I**Drawing**

Elementary descriptive geometry in its relation to perspective.
Elementary perspective.

Elementary drawing from geometrical solids, simple objects, and natural forms.

Elementary drawing from the antique and from life.

Sketching in various black and white mediums.

Blackboard drawing.

Drawing from memory.

Elementary illustration.

Modelling

Elementary modelling.

Modelling from details of antique cast.

Making of moulds and casting in plaster.

Painting

Drawing with coloured chalks and crayons.

Brush exercises and simple painting with water colours.

Design

Geometric forms and ornament.

Decorative treatment of natural forms.

Applied design.

Demonstrations, Lectures, and Reading Course

Composition.

Theory of colour.

Mediums for drawing and painting.

Mechanical processes of reproduction.

Principles of design.

Outlines of the history of art.

Critical study of works of art.

Methods of teaching elementary art.

PART II**Drawing**

Drawing from the antique.

Drawing from life, still life, landscape and architectural forms.

Sketching in various black and white mediums.

Blackboard drawing.

Drawing from memory.

Painting

Drawing from life and still life with coloured chalks and pastels.

Elementary painting with oil and water colours.

Modelling

Modelling from the antique.
Modelling from life.

Design

Historic ornament.
Basic forms of design.
Decorative treatment of natural forms.
Application of design to crafts and manufactures.

Demonstrations, Lectures, and Correspondence Course

The principles of design and applied art.
Composition.
Theory of colour.
Mediums for drawing, painting, and modelling.
History of art.
Critical study of works of art.
Perspective.
Artistic anatomy.
Methods of teaching art.

BOOKS OF REFERENCE

3. The following books are recommended for reference; those marked with an asterisk are of especial importance:

PART I

*The Teaching of Drawing. Polak and Quilter	\$.60
University Tutorial Press, London.	
The Training of the Memory in Art. Lecoq	1.60
Macmillan and Co., Toronto.	
*Blackboard Drawing. Seaby	1.25
Nelson & Sons, Edinburgh.	
Elements of Drawing and Perspective.	
J. M. Dent & Sons, 29 and 30 Bedford St., London, W.C.	
*Everyman's Library30
The Art of Modelling in Clay and Wax. Simonds	\$.25
Allen & Sons, London.	
*Line and Form. Crane	1.75
Bell & Sons, London.	
Manual of Historic Ornament. Glazier	2.00
Batsford, London.	
Decorative Illustration of Books. Crane	1.75
Bell & Sons, London.	
*Apollo, Story of Art throughout the Ages. Reinach	1.50
Heinemann, London.	
*A Child's Guide to Pictures. Caffin	1.25
Baker & Taylor, New York.	

PART II

Practical Hand Book of Drawing for Modern Methods of Reproduction.	
Harper	2.00
Chapman & Hall, London.	
*Line and Form. Crane	1.75
Bell & Sons, London.	
Book Illustrations of To-day. Sketchley	1.50
Trubner & Co., London.	
Anatomical Diagrams. Dunlop	1.75
Bell & Sons, London.	
Figure Drawing. Hatton	2.25
Chapman & Hall, London.	
*Modelling. Vol. I. Lanteri	4.50
The Practice of Oil Painting. Solomon	1.20
Seely, Service & Co.	
*Apollo, Story of Art Throughout the Ages. Reinach	1.50
Heinemann, London.	
*How to Study Pictures. Caffin	2.00
The Century Co., N.Y. Briggs, Toronto.	
Complete Perspective Course. Spanton	1.25

EXAMINATIONS

4. (1) (a) The examinations and tests in either Part must be taken at one examination and will consist of:

- (i) Written examinations
- (ii) Practical examinations.
- (iii) Examination of submitted specimens of work.

(b) In the case of students attending a Spring or a Summer Course, the sessional work will be sufficient as specimens; other candidates shall submit the specimens set forth below.

(2) To pass in either Part the candidate's work in the submitted specimens and in the practical tests must be approved as satisfactory by the examiners, and he must obtain at the written examinations 40 per cent. of the marks for each paper (max. 100) and 60 per cent. of the aggregate of marks for the papers of the Part.

(3) Candidates who fail at the examination in either part but who pass either the written or the practical examinations included therein will be allowed credit therefor, provided they make at least 40 per cent. of the total of marks assigned to the other examination.

PART I**Written Examinations****(Four Papers)****Outlines of the history of art.****Theory of colour, materials for drawing and painting, and mechanical processes of reproduction.****Descriptive geometry and perspective, methods of teaching elementary art.****Principles of design and applied art.****Practical Examinations****Candidates shall submit to practical tests in the following subjects:****Blackboard drawing.****Time drawing from objects or cast.****Time drawing from life.****Drawing from memory of either of above exercises.****Exercise in elementary design in colour.****Illustration of given subject.****Time exercise in modelling from the object.****Specimens of Work****Specimens of work shall be submitted by the candidates as follows:**

- (1) **Group of four drawings in pencil, treating a simple arrangement of still life in the following stages: placing and first lines of construction, blocked outlines, a finished outline, light and shade drawings in simple tones.**
- (2) **Two drawings in charcoal from the antique cast, one of which should be of the full figure.**
- (3) **Three groups of mounted sketches, twelve in all, of varied subjects, figures, animals, landscape, and interiors in various mediums, including the cheaper mediums suitable for school purposes.**
- (4) **Two examples of modelling in plasticine and one example in casting.**
- (5) **Four studies in design, including one drawing each, original conventionalized design of flowers from nature, lettering of short sentence, original book cover design, design for piece of furniture.**
- (6) **Two illustrations of given subjects which shall involve problems in perspective.**

PART II**Written Examinations****(Four Papers)**

History of art.

Artistic anatomy, perspective, methods of teaching art.

The treatment of materials in design, relation of design to crafts and manufacture.

Composition, critical study of works of art.

Theory of colour, mediums for drawing, painting, and modelling.

Practical Examinations

Candidates shall submit to practical tests in the following subjects:

Blackboard drawing.

Time study in colour from the object.

Time drawing from life.

Drawing from memory.

Exercise in design in colour.

Pictorial composition of given subject.

Time exercise in modelling from cast.

Specimens of Work

Specimens of work shall be submitted by the candidate as follows:

- (1) Four drawings from the antique.
Four drawings from life.
Sketches and Notes covering one year's work.
Exercises in blackboard and memory drawing.
- (2) Four drawings with coloured chalks and pastels from life and still-life.
Two paintings with water colours.
- (3) Two examples of modelling from the antique and from life.
- (4) One example of historic ornament.
Four examples of basic forms for design.
Four original conventionalized designs for application to crafts and manufacture.

PARTS I AND II**General**

5. (1) At the written examinations candidates must show familiarity with the current nomenclature and technical expressions used in the Fine Arts as established by British usage.

(2) The specimen drawings for all the courses shall be of uniform size, full sheet charcoal paper, or mounted on paper or board of similar size, and shall be fixed and kept flat. They shall be submitted immediately before the written examinations.

(3) Each candidate must certify that the work submitted by him has been done wholly by himself.

SYLLABUS
OF
SPRING AND SUMMER COURSES
AND
EXAMINATIONS
FOR TEACHERS' CERTIFICATES
IN
HOUSEHOLD SCIENCE
AT
THE UNIVERSITY OF TORONTO

SPRING AND SUMMER COURSES AND EXAMINATIONS FOR TEACHERS' CERTIFICATES IN HOUSEHOLD SCIENCE

AT

THE UNIVERSITY OF TORONTO

CERTIFICATES

1. The work presented for a certificate in Elementary Household Science is covered in one Spring Session or in two consecutive Summer Sessions.

Candidates who have been duly admitted to the examination under Regulation 12, page 12, and who pass the examinations and other tests of the Spring Course or of Parts I and II of the Summer Course (to be taken in either order), as prescribed below, will be granted certificates as teachers of Elementary Household Science.

NOTE.—For the courses and examinations for Ordinary and Specialists' certificates in Household Science, see Circular 3.

EQUIPMENT

2. Students are required to provide themselves with plain white aprons for work in the food laboratories. Dark ones may be worn in the household management classes.

A deposit fee of \$1.00, payable to the chief instructor, is required of each student. This amount, minus the cost of equipment destroyed, will be returned at the end of the course.

COURSES OF STUDY

3. The following are the courses of study:

SPRING COURSE

Foods and their Preparation

(Two and one-half hours a day)

This course includes lectures on food and its relation to the human body and instruction in the scientific principles of combustion, the construction and care of coal and gas ranges, and the methods of applying heat to food materials. The laboratory work includes the preparation and cooking of staple foods, such as vegetables, cereals, fruits, meats, eggs, milk and cheese. Practice will be given in planning and preparing simple meals.

Household Management

(One and one-half hours a day)

The house: Planning, furnishing, heating, lighting, ventilating, disposing of waste, etc.

A study of cleansing agents and of the methods of using them, with practical applications in the care of the rooms of the house, of utensils, linen, etc.

Home care of the sick and emergencies: care and disinfection of sick rooms, making of beds, making of poultices, immediate treatment of everyday injuries, simple bandaging, etc.

Sewing

(One hour a day)

The course prescribed for the Normal Schools will be continued with the application of the stitches to useful articles. Any necessary modifications of the course to suit the students will be made by the instructor.

SUMMER COURSE**PART I****Foods and their Preparation**

(Two and one-half hours a day)

This course includes lectures on food and its relation to the human body and instruction in the scientific principles of combustion, the construction and care of coal and gas ranges, and methods of applying heat to food materials. The laboratory work includes the preparation and cooking of foods, such as cereals, vegetables and fruits.

Household Management

(One and one-half hours a day)

This course includes a study of cleansing agents and of the methods of using them, with practical applications in the care of the rooms of the house, of utensils, linen, etc.

Sewing

(One hour a day)

The course prescribed for the Normal Schools will be continued with the application of the stitches to useful articles. Any necessary modifications of the course to suit the students will be made by the instructor.

PART II**Foods and their preparation**

(Two and one-half hours a day)

This course is a continuation of "Foods and Their Preparation" of Part I., but, as it involves similar principles, it may be taken first if desired. It includes a special study of meats, eggs, milk and cheese. Practice will also be given in the planning and preparation of simple meals.

Household Management

(One and one-half hours a day)

This course is a continuation of "Household Management" of Part I, but it may be taken first if so desired.

The house: planning, furnishing, heating, lighting, ventilating, disposing of waste, etc.

Home care of the sick and emergencies: care and disinfection of sick rooms, making of beds, making of poultices, immediate treatment of everyday injuries, simple bandaging, etc.

Sewing

(One hour a day)

The course for Part I continued.

BOOKS OF REFERENCE

4. The following is a list of books recommended for reference: those of special importance are indicated by an asterisk:—

EXAMINATIONS

5. (1) The standing of students in the Spring courses will be determined by the term work (max. 100) and the final examination (max. 100) in each of: Foods and their Preparation, Household Management, Sewing. The percentage requirement for a pass will be 40 per cent. of the marks for term work, 40 per cent. of the marks for the final examination, and 60 per cent. of the aggregate of marks in each of the three subjects.

(2) The standing of students in each Part of the Summer course will be determined on the same basis as in the Spring course.

SYLLABUS
OF
SUMMER COURSES
AND
EXAMINATIONS
FOR TEACHERS' CERTIFICATES
IN
THE COMMERCIAL SUBJECTS
AT
THE UNIVERSITY OF TORONTO

**SUMMER COURSES AND EXAMINATIONS FOR
TEACHERS' CERTIFICATES IN THE
COMMERCIAL SUBJECTS**

AT

THE UNIVERSITY OF TORONTO

CERTIFICATES

1. (1) Candidates who have been duly admitted to the examination under Regulation 12, page 12, and who pass the examinations in the subjects of Part I, as prescribed below, will be granted certificates as teachers of the Elementary Commercial subjects.

(2) (a) Until August, 1915, candidates for certificates as Commercial Specialists shall hold High School Assistants' certificates, and after August, 1915, such candidates shall hold in addition a degree in Arts from a British University. The foregoing certificates may be obtained before or after passing the Specialists' examination.

(b) Such candidates who pass the examinations in the subjects of Parts I and II, as prescribed below, will be granted certificates as Commercial Specialists in High and Continuation Schools and Collegiate Institutes.

(c) Certificates of graduation in the present Honour Courses in Political Science of the University of Toronto and of Queen's and McMaster Universities will be accepted in lieu of the examinations prescribed in Part II below.

(d) The certificate in the Elementary Commercial subjects granted under High School Regulation 8 (1) will not be accepted in lieu of the examinations in Part I prescribed below.

COURSES OF STUDY

2.—(1) The Summer Courses in each of the following parts will cover each Part in such detail as the time will permit.

(2) In the Summer course in Part I there may be a beginners' class as well as an advanced class. These classes will be conducted concurrently and students may be transferred from one class to the other at any time at the discretion of the instructor.

(3) It is expected that for beginners the course in Part I for candidates for certificates as teachers of Elementary Commercial subjects will require two Summer sessions.

PART I

Bookkeeping : Theory

Single and double entry; general merchandising, commission business, manufacturing; single proprietor, partnership and corporation accounting, and changing from one form of ownership to another; plant, labour, material, departmental accounts, cost accounting; practical treatment of such accounts as bank, discount, freight, suspense, bad debts, depreciation, etc.; columnar cash books, journals, etc.; and the various forms of books necessary for the different kinds of business; manufacturing, trading, and profit and loss accounts, balance sheets; statements of income and expenditure, and of receipts and disbursements; banking, savings and current accounts, collection and exchange, statements of banks and other corporations.

Bookkeeping : Practice

Making the proper records and financial statements from given data. Single proprietor, partnership, and corporation accounting.

Business Practice and Business Law

(a) Business Papers: Receipts, releases, promissory notes, chattel notes, lien notes, instalment notes, drafts, bills of exchange, orders, due bills, deposit slips, cheques, bank drafts, draft requisitions, deposit receipts, bank pass books, bills, invoices, credit invoices, accounts, monthly statements, warehouse receipts, bills of lading, freight bills, proxies, powers of attorney, agreements, bonds, debentures, leases, instalment scrips, stock certificates, stock transfers.

(b) Business Laws: Negotiable paper, indorsement, acceptance, discharge, dishonour, protest, negotiability and assignability, accommodation paper; statute of limitations; statute of frauds; interest; legal tender, payments, collection of accounts; partnership, joint stock companies; insurance: liability as partner, shareholder, director, agent, indorser, etc.; contracts; property; mortgages; guarantee and suretyship; shipper and carrier; mechanics' lien; landlord and tenant; principal and agent; master and servant; wills and succession duties; copyrights, trade marks, industrial designs, patent rights.

(c) Statutory Requirements: The Bills of Exchange Act, The Bank Act, An Act Relating to the Currency, The Ontario Companies' Act, The Dominion Companies' Act.

Penmanship

Theory and practice of penmanship; position and movement; principles of letter formation; graceful, legible business writing; ledger headings, figures, lettering, marking and engrossing.

Stenography : Theory

The principles of The Isaac Pitman system of Stenography.

Stenography: Practice and Typewriting

(a) Stenography: Writing business correspondence and legal documents from dictation at a speed of sixty words per minute; and the transcription of these shorthand notes on the typewriter at a speed of twelve words per minute.

(b) Typewriting: Copying, invoicing, billing, columnar statements, etc.

Mercantile Arithmetic

Interest, discount, annuities certain, sinking funds, formation of interest and annuity tables, the application of logarithms, stocks and investments, partnership settlements, partial payments, equating or averaging accounts, exchange, practical measurements, and the metric system.

PART II

Auditing

Object, scope, and advantages of an audit; preliminary steps; instructions to the bookkeeper before an audit; continuous and complete audits; relation to prior audits; vouchers; trial balances and balanced books; individual, partnership, and company ownership; methods of accounting; different classes of audits, as commercial, mining, financial; valuation and verification of assets and liabilities; depreciation, discounts, bad and doubtful debts, reserve funds, etc.; preliminary expenses, directors' fees, etc.; foreign exchange; nature of profits; forms of accounts and balance sheets; auditors' reports, recommendations and certificates.

Economic Geography

Physical Geography in its economic aspects and the relation of these aspects to the natural resources of the chief countries. The raw material of commerce—food stuffs, textile fabrics, building material, and materials for use in the arts. Production centres, markets and trade routes: growth of commerce and distributing agencies in Canada, the British Empire, and the United States; influence of tariffs on trade: free trade: relation of waterways to railways, the distribution of the waterways of the country and their effect on domestic commerce. Possibilities and limitations of trade within the British Empire; Canadian exports and imports; importance of the Suez and Panama Canals.

History of Commerce and Industry

Ancient and Mediæval commerce; the influence of Venice; the Crusades; the mediæval guilds and their relation to modern trade unions; commercial significance of the great geographical discoveries of the fifteenth century; the Dutch commercial ascendancy; struggle of the English, French and Dutch for the first place in commerce; the English industrial revolution: commercial significance of the Napoleonic wars; England's industrial and commercial supremacy; French industry and commerce since the overthrow of Napoleon; the German Empire and its commercial position; recent economic growth of Russia: the Balkan States; and the commercial position of South America, Africa, Asia (especially the influence and growth of the Japanese and Chinese nations), and Oceania.

Money and Banking

Theory of money, its history and functions; credit; mechanism of exchange. Nature and function of banks, management of reserves, note issue, redemption fund, leading banking systems of the world, especially those of Canada and the United States, clearing houses, savings banks, trust and loan companies; balance of trade, meaning and effect on exchange.

Theory of Economics

Principles of production, distribution, and exchange. Economic theories of value, rent, wages, profits and interest; land, labour and capital; industrial combinations, extent, dangers and advantages; socialism.

National and local finance; public debts, methods of extinction and conversion; sinking funds; public domain—lands, forests, minerals; principles of taxation.

BOOKS OF REFERENCE

3. The following list of books is recommended for reference; those marked with an asterisk are of special importance:

PART I

Ontario School Bookkeeping—Second Course	\$1 00
Educational Book Co., Toronto.	
*Joint Stock Company Accounts—Hoskins	2 00
Commercial Text Book Co., Toronto.	
Manufacturers' Accounts—Eddis and Tindall	2 00
Accountancy Book Publishing Co., Toronto.	
*Accounting in Theory and Practice—Lisle	4 25
Wm. Green and Sons, Edinburgh.	
Digest of Canadian Mercantile Law—W. H. Anger	2 00
W. H. Anger, Toronto.	
Acts: The Bills of Exchange Act, 25cts.; The Bank Act, 25 cts.; The Currency Act, 15cts.; The Dominion Companies' Act, 25cts.; The Ontario Joint Stock Companies' Act	50
Carswell Co., Toronto.	
The Business Journal (for penmanship commence with Sept. number)...	75
1205 Tribune Building, New York.	
Course in Isaac Pitman Shorthand	1 50
Commercial Text Book Co., Toronto.	
Expert Typewriting—Fritz and Eldridge	85
American Book Co., New York.	
Morang Educational Co., (Agents) Toronto.	
Algebra for Matriculation (chapters on Progressions, Logarithms, Annuities)—Hall and Knight	90
The Macmillan Co. of Canada, Toronto.	
The Theory of Finance—Geo. D. King	1 25
Charles and Edward Layton, London Eng.	
or	
*Interest and Bond Values—M. A. Mackenzie	1 00
University Press, Toronto.	

PART II

*Auditing: Theory and Practice—Montgomery	\$5 00
Ronald Press Co., New York.	
Pitman's Commercial Geography	85
Commercial Text Book Co., Toronto.	
Commercial Raw Materials—Toothaker	1 25
Ginn and Co., New York.	
Ontario High School Physical Geography	60
Morang Educational Co., Toronto.	
Canada Year Book	
Department of Agriculture, Ottawa.	
Canadian Almanac	60
The Copp, Clark Co., Toronto.	
*History of Commerce in Europe—H. deB. Gibbins	90
The Macmillan Co. of Canada, Toronto.	
General History of Commerce—W. C. Webster	1 40
Ginn and Co., New York.	
*Money and Banking—Scott	2 00
Henry Holt and Co., New York.	
Money and Mechanism of Exchange—Jevons	1 75
D. Appleton and Co., New York.	
Canadian Banking System—J. F. Johnston	30
Supt. of Documents, Government Printing Office, Washington, D. C.	
Outlines of Economics—R. T. Ely	2 00
The Macmillan Co. of Canada, Toronto.	

EXAMINATIONS

4. (1) The examinations in the two Parts may be taken at one time, or in different years and in either order.

(2) There will be one examination paper in each of the subjects. The examination in Stenography and Typewriting will be practical and will include (a) dictation and transcription on a typewriter and (b) typewriting from given printed matter.

3. The requirements for pass in each part will be 40 per cent. of the marks for each subject or paper (100) and 60 per cent. of the aggregate of marks of the Part.

SYLLABUS
OF
SUMMER COURSES
AND
EXAMINATIONS
FOR TEACHERS' CERTIFICATES
IN
ELEMENTARY MANUAL TRAINING
AT
THE UNIVERSITY OF TORONTO

SUMMER COURSES AND EXAMINATIONS FOR TEACHERS' CERTIFICATES IN ELEMENTARY MANUAL TRAINING

AT

THE UNIVERSITY OF TORONTO

CERTIFICATES

1. (1) Candidates who have been duly admitted to the examination under Regulation 12, page 12, and who pass the examinations and other tests in Parts I and II, as prescribed below, will be granted certificates as teachers of Elementary Manual Training.

(2) Parts I and II may be completed in one session or in two, at the discretion of the instructor. When taken in two sessions, Part I must be taken before Part II.

NOTE.—For the courses and examinations for Ordinary and Specialists' certificates in Manual Training, see Circular 3.

COURSES OF STUDY

2. The following are the courses of study:

PART I

Pedagogics of Manual Training

Relation to general education.

Relation to the child, the home, the curriculum and to industrial and technical education.

In all work methods of planning and presenting the subject will be kept prominently before the student.

Lesson plans and methods of teaching in both graded and ungraded schools.

Drawing

The importance of drawing in connection with all industry—a plan being a necessary step leading to the final product.

The use of ruler and square in measuring an object and working out a simple plan.

Drawing to a scale.

Dimensioning.

Plain lettering.

Practice in freehand sketching.

Use of drawing board, tee and set squares. Use of instruments in working out problems in plane and solid geometry—square, triangles, polygons and type solids.

Working drawings.

Orthographic projection.

Plans and elevations—their relation to each other.

Design—Structural and Decorative

Basis in critical observation of constructed and decorated objects.
 Discussion of suitability of any design as applied.
 Application of design to constructed objects in paper, cardboard, wood or metal.

Construction

Work in paper and cardboard.

Modelling in sand and clay or plasticine.

Bench work in wood—the making of articles involving the use of the various forms of joints; such as, mortise and tenon, dovetail, lap or mitre.

Fastenings: dowels, cleats, wedges, glue, screws and nails.

Woodworking tools: structure, use and care.

Application of finishes on articles made.

Use of stains, fillers, fuming, shellac, oil, and wax.

Lumber and Timber

Woods: characteristics of each, colour, grain, for what suited.

Trees: common varieties, identification by means of their form, leaf, bark, and wood.

PART II

Pedagogics of Manual Training

Present developments in Manual Training and their relation to former systems; such as, apprenticeship, Russian, Swedish, Danish, and Arts and Crafts.

Organization and equipment.

Drawing

Plane geometry continued. Orthographic projection of plans and elevations involving oblique planes and sections. Isometric projection—relation to orthographic and to perspective drawing.

Making tracings and blue prints.

Freehand sketching continued.

Design

Suitability of different designs of work undertaken in wood or metal. The need of adapting design to material and use of article.

Construction

More advanced work in modelling.

Simple book-binding.

Knife work in thin wood—such work as can be carried on at the ordinary school desks.

Bench work continued.

Estimating quantity and cost of material required for work undertaken.

Suitability of different finishes to work undertaken.

Lumber and Timber

Forests, their value and preservation.

Lumber and lumbering—cutting, transporting, seasoning, shrinking, and warping.

Defects in lumber—knots, sapwood, shakes, etc.

Excursions

So far as can be arranged visits will be made to schools, local industries and nearby parks or woods to study equipment, processes, and timber trees.

In connection with these visits discussions will be held in order that the greatest benefits possible may be assured.

BOOKS RECOMMENDED

3. The following is a list of books recommended for reference; those marked with an asterisk are of special importance:

*Row: Educational Meaning of Manual Arts and Industries—(Row, Peter- son & Co., Chicago)	\$1.25
*Sargent: Fine and Industrial Arts in Elementary Schools—(Ginn & Co., Boston)	1.00
Crawshaw: Manual Arts for Vocational Ends—(Manual Arts Press, Peoria, Ill.)85
Griffith: Correlated Courses in Woodwork and Mechanical Drawing—(Man- ual Arts Press, Peoria, Ill.)	1.50
Anthony: Mechanical Drawing—(D. C. Heath & Co., Boston)	1.50
Batchelder: Principles of Design—(Inland Printer Co., Chicago)	3.00
Trybom and Heller: Correlated Handwork—(Speaker Publishing Co., Boston)	1.25
Gilman and Williams: Seat Work and Industrial Occupations—(Macmillan Co., Toronto)50
*Kidner: Educational Handwork—(Educational Book Co., Toronto)75
Sanford: Art Crafts for Beginners—(Century Co., New York)	1.20
Griffith: Essentials of Woodworking—(Manual Arts Press)	2.00
Park: Educational Woodwork for School and Home—(Macmillan Co., Toronto)	1.00
Lester: Clay Work—(Manual Arts Press, Peoria, Ill.)	1.25
*Public School Manual Training Manual (supplied free).	

EXAMINATIONS

4. (1) The standing of the students in Part I will be determined by the sessional work and the final written examinations taken together. For this purpose, the sessional work will be regarded as six subjects (max. 100 for each) and the written examination will include a paper on Drawing and Design, (max. 100) and a paper on Timber and Tools, (max. 100) as defined below.

(2) The standing of students in Part II will be determined on the same basis as the standing in Part I with the addition of a paper on Theory and Method, (max. 100) as defined below.

(3) The percentage requirements to pass in either Part are 40 per cent. of the marks in each subject or paper and 60 per cent. of the aggregate of the marks of the Part.

5. The following are the subjects of examination:

I. Written Examinations

PART I

(1) *Drawing and Design:*

Geometrical Drawing.

Orthographic and Isometric Projections.

Designing.

(2) *Timber and Tools:*

The common timber trees of Ontario, their characteristics and uses.

Lumber, its preparation, care and defects.

Tools, their use and care.

PART II

(1) *Theory and Method:*

Relation of Manual Training to general education.

Methods of teaching Manual Training. Lesson plans for the different grades of various types of schools.

(2) *Drawing and Design:*

Paper similar to that of Part I but covering more advanced work.

(3) *Timber and Tools:*

Paper based on the work of the session and the books to be read.

**SYLLABUS
OF
SUMMER COURSES
AND
EXAMINATIONS
FOR
TEACHERS' CERTIFICATES
IN
VOCAL MUSIC
AT
THE UNIVERSITY OF TORONTO**

**SUMMER COURSES AND EXAMINATIONS FOR
TEACHERS' CERTIFICATES IN
VOCAL MUSIC**

AT
THE UNIVERSITY OF TORONTO
CERTIFICATES

1. (1) Candidates who have been duly admitted under Regulation 12, page 12, and who pass the examinations and other tests in Part I, as prescribed below, will be granted certificates as teachers of Elementary Vocal Music.

(2) Candidates who hold First or Second Class certificates, who have been duly admitted under Regulation 12, page 12, and who pass the examinations and other tests in Part I and II as prescribed below, will be granted certificates as Supervisors of Vocal Music in the Public and Separate Schools.

(3) Two summer courses will be required to complete Parts I and II. Part I must be taken before Part II.

COURSES OF STUDY

2. The following are the courses of study:

PART I

Sight Singing

(From Tonic-Solfa and Staff Notations)

Major and Minor scales.
Modulation to related keys.
Rhythmic accentuation.
Measures, simple and compound.
The Pulse-unit and its varied divisions.

Ear Training

Tone perception and analysis.
Rhythm perception and analysis.
Writing melodies when sung or played upon an instrument.

Voice Training

Vocal physiology.
Breath control.
Vocal registers.
Resonance.
Intonation.
Enunciation and pronunciation.
Peculiarities of the child voice.

Songs

Unison, two and three-part songs.
Expression and interpretation.
Blending of parts.
Adaption of songs to the various grades.

Method

Analysis of the course of instruction prescribed for Public and Separate Schools.
Pedagogics of music teaching.
Preparation of lesson plans.
Practice teaching with classes of children.

PART II

Sight Singing

(From Tonic-Solfia and Staff Notations)

Major, minor and chromatic scales.
Modulation, natural and extraneous.
Advanced time studies.

Ear Training

Writing melodies when sung or played upon an instrument.
Writing outer parts of short harmonic sentences.
Detection and correction of errors in pupils' performance.

Voice Training

A continuation of the subjects prescribed above for Part I.
Treatment of the child voice before and during adolescence.

Chorus Training

Advanced part songs for equal and mixed voices.
Musical and verbal expression.
Technique of choral conducting.

Method

A continuation of the subjects described above for Part I.
Comparative analysis of recognized systems of teaching music in schools.

Harmony

The common chord and its inversions.
The dominant seventh and its inversions.
Part writing and harmonization of melodies.

BOOKS RECOMMENDED

3. The following is a list of books recommended for reference; those marked with an asterisk are of special importance:

PART I

PART II

EXAMINATIONS

4. (1) The standing of students in Part I will be determined by their sessional work (max. 100), a practical examination in the work of the course (max. 100), and written examinations in Musical Theory and Methods (max. 100 each). The standing of students in Part II will be determined in the same way as in Part I, with the addition of a written examination in Harmony (max. 100).

(2) The percentage requirements for a pass in each Part are 40 per cent. of the marks in each subject or examination, and 60 per cent. of the aggregate of marks in the Part.

(3) The details of the examinations are as follows:

Written Examinations

PART I

Musical Theory

Musical rudiments, expression marks, compass and management of children's voices, translating from tonic-solfa to staff notation, and *vice versa*, and writing melodies previously memorized.

Methods

Lesson plans for various grades, application of pedagogical principles in teaching music, and the courses of study in vocal music as prescribed by the Ontario Department of Education.

PART II

Musical Theory

Marks of expression, intervals, vocal physiology, advanced translation to either notation, and elements of musical form.

Harmony

Harmonization of melodies and basses, chord analysis, including the common chord and the dominant seventh, in root position and inversions.

Methods

Lesson plans for various grades, methods of voice training, solution of class-room problems, pedagogical principles underlying modern systems of teaching vocal music.

Practical Examinations

PART I

Sight Singing

- (a) *Modulator.* Singing at sight, from the examiner's pointing on the Tonic-Solfa modulator, a test containing leaps to any tones of the Major and Minor scales, and modulations of one and two removes.
- (b) *Time.* Singing at sight, from either notation, on a monotone, a test containing pulse divisions of halves, quarters and thirds. (In addition to beating time while singing the test, the candidate must be prepared to beat time in any form of measure indicated by the examiner.)
- (c) *Melody.* Singing at sight, from the Tonic-Solfa and Staff notations, the melody of a school song of moderate difficulty.

Ear Tests

- (a) Singing to *lah*, an example of ear test suited to any Public School Form indicated by the examiner.
- (b) Naming the notes of a short test, sung to *lah* by the examiner, who will first give the key tone.
- (c) Giving the time-names of a short time test sung on a monotone by the examiner.

Memory Tests

- (a) Singing, from memory, any one, selected by the examiner, of four school songs of moderate length, previously prepared.
- (b) Singing, while pointing on the modulator, a short modulator exercise adapted to any grade indicated by the examiner.

Voice Tests

Vocalizing, as a test of tone quality and intonation, in any suitable key, the Major and Harmonic Minor scales.

PART II**Sight Singing**

- (a) *Modulator*. Singing at sight, from the examiner's pointing on the Staff or Tonic-Solfa modulator, a test containing difficult intervals, and modulations of two and three removes, including chromatic tones.
- (b) *Time*. Singing at sight, from either notation, on a monotone, a test containing difficult rhythmic divisions.
- (c) *Melody*. Singing at sight, from the Tonic-Solfa notation, a melody containing extended modulation to the second remove, and the Tonic Minor, and another melody, of a less difficult character, written in the Staff notation.

Ear Tests

- (a) Writing, in both notations, the notes of a melody of four measures in length and containing simple pulse divisions, on hearing it sung to *lah* by the examiner, who will first give the key tone.
- (b) Writing, in either notation, the upper and lower parts of a single chant, played upon an instrument.

Memory Tests

- (a) Solfaing, from memory, any one selected by the examiner, of four school songs containing simple modulations.
- (b) Bringing copies of passages from standard compositions, containing examples of modulations of two and three removes, and singing from memory any one selected by the examiner.

Voice Tests

- (a) Singing any Major, Minor or Chromatic scale in a suitable key.
- (b) Singing the arpeggio of the Major, Minor or Dominant Seventh chord.
- (c) Singing, with appropriate expression and tone quality, a previously prepared song of the candidate's own selection.

SYLLABUS
OF
SUMMER COURSES
AND
EXAMINATIONS
FOR
ADMISSION TO
The Normal Schools
AND
The Faculties of Education

**SUMMER COURSES AND EXAMINATIONS FOR
ADMISSION TO THE NORMAL SCHOOLS
AND THE FACULTIES OF EDUCATION**

AT

THE UNIVERSITY OF TORONTO

EXAMINATIONS

1. (1) In the case of all candidates who are actually and regularly engaged in teaching, the official form of application, when English Literature is one of the subjects of the examination, shall include a certificate, signed by the applicant, that he has read carefully during the preceding year, in addition to the works prescribed for the examination, at least four suitable works in English literature, two in prose and two in poetry, the names of which shall be given in said certificate.

(2) (a) In the case of candidates in attendance at the Summer Courses, the official form of application shall include a statement by the Principal thereof that the candidate has taken up practically under the personal supervision of the Science instructor and as prescribed by the Regulations, the Summer Courses in the different Departments of Science included in his examination.

(b) In the case of all other candidates satisfactory evidence must be presented with their applications to show that they have taken up the same courses practically, under the personal supervision of a competent instructor. Unless these conditions as to Literature and Science are complied with, the applicant will not be admitted to the examinations in these subjects.

(3) To pass in any Part, candidates must make 40 per cent. of the marks assigned to each paper in that Part and 60 per cent. of the aggregate of the marks of the Part.

(4) Unsuccessful candidates at any of the examinations who obtain the minimum in all but one subject of a part with an average of sixty per cent. on said subjects will be given credit therefor, provided that on the remaining subject they obtain not less than twenty-five per cent. of the marks assigned thereto, and that they include the examination on that subject in the examination on a part subsequently taken.

SUMMER SCHOOL COURSES

2. The following are the divisions of the August examinations permitted by the Department to candidates duly admitted under Regulation 12, page 12:—

Middle School Examination for Admission to the Normal Schools

Subject to the condition that the August examination will include only the part covered in the Summer Course, the candidate who is actually and regularly engaged in teaching may take the following parts in either order:—

Part A: Algebra, Geometry, English Literature, and English Composition.

Part B: Chemistry, Physics, Ancient History, and British and Canadian History.

Upper School Examination for Admission to the Faculties of Education

Subject to the condition that the August examination will include only the two parts covered in the Summer Course, the candidate who is actually and regularly engaged in teaching may take one or more of the following parts in any year and in any order; he must take at least three parts while teaching:

Part A: English Composition and Rhetoric, Algebra, Geometry.

Part B: English Literature, Mediaeval History, Trigonometry.

Part C: Modern History, Latin, Physics.

Part D: Biology, with Chemistry and Mineralogy, or French and German, or Greek and German, or Greek and French.

COURSES OF STUDY

3. The details of the Summer School Courses of Study are the same as those prescribed in the High and the Continuation School Regulations, a copy of which the candidate may obtain on application to the Deputy Minister of Education.

APPENDIX
SPECIAL GRANTS
TO
TEACHERS AND SCHOOL BOARDS
FOR
AGRICULTURE, ART, HOUSEHOLD SCIENCE,
MANUAL TRAINING, MUSIC, AND
PHYSICAL CULTURE

APPENDIX

**SPECIAL GRANTS TO SCHOOL BOARDS AND
TEACHERS**

In order to encourage in the Schools of the Provincial system, the teaching of Agriculture and Horticulture, Art, Household Science, Manual Training, Music, and Physical Culture, the following special grants are made to School Boards and Teachers on the conditions specified in each case:

HIGH AND CONTINUATION SCHOOLS**ART****Middle School**

On the following conditions, an annual grant of \$50 will be made by the Department of Education to the Board of a High or Continuation School, to be spent in the purchase of pictures for the School, and of \$100 to the teacher of the Middle School Course in Art who holds a certificate as Specialist in Art from the Department, and with an additional \$100 if he holds also the diploma of A.O.C.A. from the Ontario College of Art:

1. The Board shall spend at least \$50 in addition to the Government grant for the purchase of pictures for the School.
2. The Inspector's report of the equipment, organization, teaching, and the pupils' exhibits of work shall be favourable.
3. The Course shall extend over at least one school year, and the provision therefor in the time-table shall be at least three periods a week of one hour each, one of which may be taken out of doors for landscape drawing and painting.
4. The class shall consist of at least six members in regular attendance, who have already completed satisfactorily to the Principal the Lower School Art Course.

AGRICULTURE**LOWER SCHOOL**

1. (1) To a High or Continuation School Board the Department of Education will pay, on the Director's recommendation, an annual grant of \$100 when a course in Agriculture in the Lower School is carried on throughout the calendar year; in no case, however, will the grant exceed the total amount expended by the Board during the calendar year for the work. If the teacher leaves at summer holidays, and the Board is unable to secure a successor holding the proper qualifications, due consideration will be shown, provided an effort is made to have the work of the year completed satisfactorily to the Director.

(2) To the teacher conducting the work satisfactorily throughout the calendar year, the Department will pay on the Director's recommendation, an annual grant of \$75.00; to a teacher conducting the work only to summer holidays the proportion of the grant will be \$40.00; to the teacher conducting the work for the remainder of the year after summer holidays, the proportion of the grant will be \$30.00. To the teacher who has taken the first year's course leading to the Intermediate certificate in Agriculture at the Ontario Agricultural College and who undertakes to complete the course for the certificate the year following the grant of \$75.00 will be paid, provided the work is carried out satisfactorily throughout the calendar year.

2. (1) To the School Board which maintains experimental and demonstration plots as described in the circular, an additional grant not to exceed \$25.00 will be paid; in no case, however, will the grant exceed the total amount expended by the Board during the calendar year for the work.

(2) To the teacher conducting the experimental and demonstration plots satisfactorily throughout the calendar year for the practical instruction of the pupils and the benefit of the community at large, an additional annual grant of \$25.00 will be paid, with no portion paid for carrying on this work during only part of the year.

MIDDLE SCHOOL

When a course is maintained in Agriculture in the Middle School of a High School—

1. An annual grant not exceeding \$100 will be paid by the Department to the Board of Trustees.

2. An annual grant of \$75.00 will be paid to the teacher for the full calendar year, or of \$40.00 for conducting the work up to the end of June and of \$30.00 for the remainder of the year.

3. For conducting experimental and demonstration plots on the school grounds in connection with the class-room and laboratory instruction, an additional grant of \$25.00 will be paid to the teacher and of \$25.00 to the Board of Trustees.

LOWER AND MIDDLE SCHOOL

When the work in the Lower and Middle School is carried out satisfactorily at a school by the County Agricultural Representative instead of by a regular science teacher holding the Intermediate Certificate in Agriculture and Horticulture, he will be paid the grants specified for teachers above. For carrying on the work in additional schools, the Agricultural Representatives will be paid one-half of the regular grant for each.

PUBLIC AND SEPARATE SCHOOLS

ART

On the report of an Inspector designated for the purpose by the Minister, that the supervision, accommodations, equipment, organization, teaching, and the pupils' work are satisfactory:—

1. (1) An annual grant of \$100.00 will be paid to the supervisor of the Art work who holds an Art Supervisor's certificate from the Department of Education, and whose whole time is given to the work of such supervision, with an additional \$100.00 if he holds also the Diploma of A.O.C.A. from the Ontario College of Art; and—

(2) An annual grant of \$50.00 will be paid by the Department of Education to a Public or a Separate School Board which employs a teacher qualified as in (1) above, provided the Board spends said sum and at least an equal amount in the purchase of pictures for its schools.

2. (1) An annual grant of \$30.00 will be paid by the Department of Education to the teacher in a Public or Separate School who holds a certificate in Elementary Art from the Department of Education and who has general charge of the Art work in the school; and—

(2) An annual grant of \$25.00 will be paid by the Department of Education to the Public or Separate School Board for each school in which a teacher qualified as in (1) above is employed, provided the Board spends the said sum and at least an equal amount in the purchase of pictures for the school.

HOUSEHOLD SCIENCE

Special Provision for Rural and Village Schools

1. The Public or Separate School Board of Trustees of a village or rural school which is unable to avail itself of the provisions of the General Regulations but which maintains classes in Elementary Household Science satisfactory to the Minister of Education, employs a teacher with a Departmental Certificate in this subject, and provides accommodations and equipment satisfactory to the Minister, will be paid by the Department of Education an initial grant of \$50 and a subsequent annual grant of \$30 for each school approved by the Minister, from any appropriation made by the Legislature for instruction in the subject. In no year, however, shall the Legislative Grant exceed the total expenditure of the Board for these classes.

2. On the report of the Inspector of Household Science that the organization and the teaching are satisfactory, an annual grant of \$30, in addition to the regular salary paid by the School Board, will be paid by the Department out of any appropriation made by the Legislature for this purpose, to each legally qualified teacher who holds also a certificate in Household Science, and who gives instruction in accordance with the Regulations of the Department of Education.

MANUAL TRAINING

Special Provision for Rural and Village Schools

1. The Public or Separate School Board of Trustees of a rural or village school which is unable to avail itself of the provisions of the General Regulations, but which maintains classes in Elementary Manual Training, satisfactory to the Minister of Education, employs a teacher with a Departmental certificate in this subject, and provides accommodations and equipment satisfactory to the Minister, will be paid by the Department of Education an initial grant of \$50 and a subsequent annual grant of \$30 for each school approved by the Minister, from any appropriation made by the Legislature for instruction in this subject; said grant to be expended on the maintenance of the classes. In no year, however, shall the Legislative Grant exceed the total expenditure of the Board for these classes.

2. On the report of the Inspector of Manual Training that the organization and the teaching are satisfactory, an annual grant of \$30, in addition to the regular salary paid by the School Board, will be paid by the Department also out of any appropriation made by the Legislature for this purpose, to each legally qualified teacher who holds also a certificate in Manual Training, and who gives instruction in accordance with the regulations of the Department of Education.

MUSIC

On the report of an Inspector designated for the purpose by the Minister that the supervision, accommodations, equipment, organization and teaching, and the pupils' proficiency are satisfactory:

1. (1) An annual grant of \$100 will be paid to the Supervisor who holds a Music Supervisor's certificate granted by the Department of Education and whose whole time is given to the work in the schools; and—

(2) An annual grant of \$50 will be paid by the Department of Education to a Public or Separate School Board which employs a teacher qualified as in (1) above, provided the Board spends said sum and at least an equal amount in providing equipment for the teaching of Music in its schools.

2. (1) An annual grant of \$30 will be paid by the Department of Education to the teacher in a Public or Separate School who holds a certificate in Elementary Music from the Department of Education and who has general charge of the teaching of Music in the school; and—

(2) An annual grant of \$25 will be paid to the Public or Separate School Board for each school in which a teacher is employed qualified as in (1) above, provided that the Board spends said sum and at least an equal amount in providing equipment in Music for said school.

AGRICULTURE

General Provisions for Rural and Village Schools

1. To a Public or Separate School Board employing a teacher certificated in agriculture, the Department of Education will pay, on the Director's recommendation an initial grant of \$50.00 and an annual grant thereafter of \$30.00, when the work is carried on throughout the year; in neither case, however, will the grant exceed the total amount expended by the Board during the calendar year for the work. If the teacher leaves at the summer holidays, and the Board is unable to secure a successor holding the proper qualifications, due consideration will be shown provided an effort is made to have the work of the year completed satisfactorily to the Director.

2. To the teacher conducting the work satisfactorily throughout the year (January to December) an annual grant of \$30.00 will be paid; to a teacher conducting the work only to summer holidays, the proportion of the grant will be \$15.00; to the teacher conducting the work for the remainder of the year after summer holidays, the proportion of the grant will be \$12.00. To the teacher who has taken the first year's Summer Course at the Ontario Agricultural College and completes the second year's Summer Course for the certificate during the year, the grant of \$30 will be paid, provided the work is carried out satisfactorily throughout the calendar year.

NOTE.—Grants for the teaching of agriculture are also paid to school boards and teachers, even though the teacher is not certificated in Agriculture. See Circular 13.

PUBLIC, SEPARATE, HIGH, AND CONTINUATION SCHOOLS**Physical Culture**

1. For the training during the school year in a High, Public or Separate school of a Cadet Corps an annual allowance of \$1.00 per cadet will be paid by the Department of Militia and Defence, Ottawa, on the following conditions:

(1) The Cadet Corps shall consist of at least 20 boys, who shall be at least twelve and not more than eighteen years of age.

(2) The Instructor shall possess a certificate of Military Instruction from the Department of Militia and Defence, Ottawa, or be otherwise qualified in accordance with the Cadet Regulations.

(3) The work of the Cadet Corps shall be reported to the Minister of Militia and Defence, Ottawa, and the Minister of Education, Toronto, as satisfactory on inspection by a Military Inspecting Officer of the Department of Militia and Defence.

(4) The allowance will be calculated on the number of enrolled cadets present at the annual inspection; and, in addition, those whose absence can be satisfactorily accounted for by the Inspecting Officer.

(5) In the case of Cadet Corps authorized subsequently to March 1st in any year, the proportion of the above allowance, if any, that may be paid will be decided at Militia Headquarters.

(6) All claims are to be submitted to Militia Headquarters for approval, before payment can be made.

2. Should the Inspecting Officer be unable to give a certificate of efficiency to a Cadet Corps at the Annual Inspection, he may recommend a special allowance for the Cadet Instructor. In estimating the amount of this special allowance, the Inspecting Officer will take into consideration the number of drills performed and the number of cadets partially trained. In no case may this special allowance exceed one-half the allowance authorized for an efficient corps.

3. A grant towards the provision and upkeep of uniform of \$1.00 for each cadet inspected in a complete, serviceable, military uniform, will also be paid annually by the Department of Militia and Defence, Ottawa, upon the certificate of the Inspecting Officer to the School Board providing such uniform or to the cadet who has himself provided it. Claims for such allowance must be approved at Militia Headquarters.

4. Where a Cadet Corps has been duly established in connection with a Public, Separate, High or Continuation School or a Collegiate Institute, an additional annual grant of \$50 will be paid to the School Board by the Ontario Department of Education on the following conditions:—

(1) There shall be at least 20 pupils in the Corps who, in the case of the Public and Separate Schools shall be at least fourteen years of age and not over eighteen, and in the case of the High Schools and Collegiate Institutes at least sixteen and not over eighteen.

(2) The work in Physical Culture of the whole school shall have been reported to the Minister of Education as satisfactory by the visiting School Inspector.

(3) The grant of \$50 shall be spent as an addition to the teacher's ordinary salary or on the equipment of the Cadet Corps as the Board may determine.

CONTINGENCY OF GRANTS BY ONTARIO DEPARTMENT OF EDUCATION

If in any year the amount voted by the Legislature of Ontario for any of the above services is insufficient to pay the grants in full, or if there is a balance over, the Minister of Education may make a *pro rata* reduction or increase in the case of such grants.



